

Legal Assistant 1

Tennessee Public Utility Commission

Location: US-TN-Nashville

Base Pay: Salary Range: \$2908-3780/mo. depending on experience

Employee Type: Full Time- Executive Service Appointment

Industry: Government; Public Utilities

DESCRIPTION:

The Tennessee Public Utility Commission (TPUC) is the regulatory body created by the General Assembly to provide general supervisory and regulatory oversight over all aspects of Tennessee's privately-owned telephone, natural gas, electric, water, and wastewater public utilities, and provides administrative and investigative support to the Underground Utility Damage Enforcement Board. The Commission also administers popular consumer assistance programs, like the Do Not Call and Do Not Fax programs and the Telecommunications Device Access Program. In addition, Commission personnel inspect approximately 40,000 miles of natural gas distribution and transmission lines that service over 1,356,000 customers in the state of Tennessee.

POSITION SUMMARY:

The Legal Assistant 1 is an integral part of the legal team, providing ongoing support and assistance to General Counsel and the attorneys in the Legal Division. Responsibilities include general legal and specific case/matter research; drafting timely and accurate Commission orders; monitoring, circulating, and tracking agency orders drafted by others to ensure timely progression to completion and issuance; maintaining databases, calendars, files, case notebooks, data statistics, and internal case management system with the utmost accuracy; preparing correspondence, notices and other documents; maintaining the legal library and associated billing receipts; providing back-up support for docket room filings and records, and assistance with preparation and filing of the official administrative record on appeal, briefs, pleadings and other documents for oral arguments and hearings, and general office scanning, copying, binding, filing and printing.

EDUCATION REQUIREMENTS & QUALIFICATIONS:

Qualified candidates will possess a high school or paralegal/legal assistant degree and at least three years of full-time relevant experience. The position will be filled with a person who has the ability to manage multiple projects in a timely manner, organize and prioritize assignments, and work independently. Excellent verbal and written skills, including proofreading, grammar, and punctuation, are required. Strong Microsoft Office skills including Word, Outlook, Excel are necessary to perform job responsibilities. Candidates must possess the highest level of personal integrity, discretion, and sound professional judgment. Experience with regulatory matters/administrative law preferred.

Interested applicants should submit a cover letter and resume by email to: ashlee.hatfield@tn.gov.

Ashlee Hatfield, HR Director

Tennessee Public Utility Commission

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